

Dear Sir or Madam:

Your utility has an obligation to file with the Public Service Commission of Wisconsin (Commission) a municipal annual report covering the 2003 calendar year operations. The annual report is required under Wis. Stat. ss. 196.25 and penalties can be imposed under Wis. Stat. ss. 196.66 for failure to file by the due date. The annual report must be filed electronically with the Commission using a new release: the Water, Electric, Gas and Sewer Annual Report System (WEGSARS) Version 4. Because of the delay in release of Version 4, [all municipal utilities have been granted an extension of the due date of on or before May 3, 2004.](#)

Please Note: [Do not use last year's version as it will be rejected.](#)

There are several schedules that change in the new release due to the accounting treatment of Account 271, Contributions in Aid of Construction (CIAC) and the modifications to the Uniform System of Accounts (USOA) effective January 1, 2003 in the Commission's order dated April 2, 2001 in Docket 05-US-105.

For information regarding CIAC accounting issues, please refer to the Commission's Order in Docket 05-US-105. A copy may be found at <http://psc.wi.gov>. If you have any questions after reviewing the order, please contact Bruce Manthey at Bruce.Manthey@psc.state.wi.us or at (608)266-5528. You may also contact Dan Boyle at Daniel.Boyle@psc.state.wi.us or at (608)266-9526.

There are two options available to you to acquire and install WEGSARS Version 4:

1. If you have a fast Internet connection, you may download and install the WEGSARS Version 4 release from the PSC website at <http://psc.wi.gov>. Installation instructions for this release are also available on the web site.
2. If you are having trouble downloading the software from the PSC web site, you may contact our records department at (608) 261-8524 or by email at pscsecs@psc.state.wi.us to request the WEGSARS Version 4 installation CD. Please provide your name and address when requesting a CD.

Please note: the 2002 annual report .mdb file MUST be imported BEFORE creating the 2003 annual report. If you do not have the 2002 .mdb file, it may be obtained by contacting the Helpdesk at arhelp@psc.state.wi.us or by obtaining the installation CD (see No. 2 above) which contains all municipal 2002 mdb files.

If an outside preparer is used, it is the utility's responsibility to provide them with all necessary information for completing the 2003 annual report.

If preparers encounter any problems with WEGSARS, please contact the Helpdesk at (608)267-2335 from 7:30 a.m. to 4:00 p.m. Monday-Friday or by e-mail at

arhelp@psc.state.wi.us. It is not acceptable to simply address unresolved problems by footnoting the annual report. Please bring them to the Commission's attention immediately.

Before beginning the annual report process, please read the enclosed Directions for Completing the Annual Report. These directions will not only make it easier for you to prepare your annual report, but will also help avoid follow-up questions from Commission staff.

The WEGSARS Reference Manual is incorporated into the program as "Help" screens and is also available in .pdf (Adobe Acrobat) or MSWord on our web site.

Instructions for filing the annual report with the Commission are available in Section 3 of the Reference Manual, or Help Topics List item 3.03 within WEGSARS.

The following list of items must be followed or the 2003 annual report will not be accepted for filing:

- The report is prepared using release WEGSARS Version 4.
- The procedures outlined in "Filing Report with PSC" Help Topic are followed correctly (especially related to e-mail subject field and attachments).
- There are no unexplained errors in the Listing of Edit Check Results.
- There are no text messages in the e-mail (explanations of edit errors should be included within the .edt file).
- The attachment is a zipped file which contains the .mdb, .edt and .txt files.
- The data file created by **File, Backup Database** is not attached. This file is **not** acceptable for filing.
- The .txt file shows no Export Errors.

If there are any questions about rejected filings or filing in general, please call (608) 267-2335 or email the Helpdesk.

2003 reports may be re-filed before the due date without contacting the PSC. After May 3, 2004, however, requests for authorization to re-file a previously filed 2003 annual report should be submitted in writing to the Commission, attention of Bruce Manthey, Audit Manager, or by e-mail at Bruce.Manthey@psc.state.wi.us.

If you have any questions, please call the Commisison's Annual Report Helpdesk at (608) 267-2335 or send an e-mail to arhelp@psc.state.wi.us. Please explain the problem and include a telephone number in case Commission staff needs to contact you to clarify the problem.

Sincerely,

Elaine Engelke
Financial Specialist
Division of Water, Compliance and Consumer Affairs